

LEARN @ HOME

IMPORTANT REMINDERS

1. Students must complete and hand in KEY QUESTIONS (or Assignments if Key Questions are not included in the booklets) for evaluation.
2. **Hand in complete lessons for evaluation.** Partial lessons will be marked and the missing material will receive a zero – remarking is not available.
3. You must supply your own paper if course workbooks are not provided. A ***course journal*** or ***e-journal*** = your own paper.
4. In courses which use materials purchased from the Independent Learning Centre, where reference is made to accessing web information using a login and password provided by ILC, please disregard these activities as we are not provided with such logins and passwords with purchase of materials.
5. Where courses require additional software or materials for completion – it is the responsibility of the student to purchase such software/materials at their cost.
6. Make sure that you put your name, course code, unit number and lesson number on each page you submit for evaluation.
7. DO NOT write in the lesson books or you will forfeit your book deposit.
8. Courses MUST be completed within 4 months of the registration date for the course. (Please see notes regarding Full-time students).
9. Failure to return books within 6 months of the course start date may result in forfeit of book deposit.
10. **Students MUST book appointments to write exams or to register for new courses.**

THANK YOU